

Retention and Classification Report

Agency: Ogden (Utah). Fire Department (729)

2549 washington blvd 210
ogden, UT 84401
(801)629-8100

Records Officer

05317	Annual reports
21186	Dispatch tape recordings

AGENCY: Ogden (Utah). Fire Department

SERIES: 5317

3

TITLE: Annual reports

DATES: 1899-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/09/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Annual reports document agency history and functions. These reports have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Fire Department

SERIES: 21186

3

TITLE: Dispatch tape recordings

DATES:

ARRANGEMENT:

DESCRIPTION:

These are twenty-four hour tape recordings of incoming and outgoing telephone or radio calls made from and to the dispatch office. They are used to document the actions of dispatch personnel and public safety officers. The tapes are rotated on a regular basis and portions of the tapes concerning questionable cases are transferred to cassette tapes.

RETENTION:

Retain 30 days.

DISPOSITION:

Destroy provided questionable actions are transferred to cassette tapes

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 15.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 30 days and then erase provided questionable actions are transferred to cassette tapes.

APPRAISAL:

AGENCY: Ogden (Utah). Fire Department

SERIES: 21186

TITLE: Dispatch tape recordings

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(9)(c)